Sectt. II-27—50,000—23-11-42.

Development (194 .) Department.

Ms. SERIES.

Passed

G.O. No. Ms. 4555

Dated 25th October 1944

S-05 1421-25-4

[Despatch Abstract.]

Industries -Kollegal Silk Filatures Kollegal, Standing Orders- Approved.

C.F. 32 (a).

C.W.C.D/44

Department

From (Name) A. Khaleeli Esq., I.C.S.,

Designation Director of Industries and Commerce,

Station Chepauk, Madras.

Received ..... Registered 6-5-44

To

The Secretary to Government,
Development Department.

Enclosures:
One

No. 89-D/43 dated 29th April 1944. 194

Sir,

Sub:- Industries - Kollegal Silk Filatures, Kollegal - Draft Standing Orders - Submitting.

I submit herewith for the approval of government draft Standing Orders for the Kollegal Silk Filatures, Kollegal. These Standing orders are similar to Standing Orders of other commercial concerns of the Department with such modifications as the special needs and nature of work of the filatures require.

for Director of Industries & Commerce.

4-5.

Dev. Dept

Memo. no. 26616 D/44-1 d 8.5.44

Sub: Industries – Sericulture – Kollegal Silk Filatures, Kollegal – Draft standing orders.

Ref: From the D. I & C, no. 899 D/43 d 29.4.44

The D. I & C. is requested to send an up-to-date copy of the Standing orders of the Kerala Soap Institute, Calicut and the Industrial Engineering Workshop Madras

To The D. I & C

An up-to-date copy of the Standing orders of other Commercial Concerns in the Dept. is not available – The office may be asked to obtain, Subject to orders, a draft memo to the D. I & C, calling for the Standing orders of K. S. I, Calicut, is submitted for approval

Dev. Dept 3+

Memo. no. 26616 D/44-2d 15.5.44

Sub: Industries – Sericulture – Kollegal Silk Filatures, Kollegal – Draft Standing orders

Ref: Govt. Memo no. 26616 D/44-1d 8.5.44

The D. I. & C. is requested to expedite his reply to the memo cited:

2 Drafts of Standing orders 3 & 4 in the enclosure sent with the letter cited are incomplete as the column under 'strength' has not been filled up

To The D. I. & C, Madras (with enclosures 3 & 4 as stated) The above is returned herewith for necessary action after supplying the omission noted.

for Secretary to Government

No.899-D/43 Office of the Director of Industries & Commerce, Madras, dated 2nd June 1944.

From A. Khaleeli Esq., I.C.S., Director of Industries and Commerce, Madras.

To the Secretary to Government Development Department.

Sir,

33275-I/44

Sub:- Industries - Sericulture - Kollegal Silk Filatures, Kollegal - Draft Standing orders.

Ref:- Government Memorandum No.26616-D/44-1, dated 8--5-944 and No.26616-D/44-2, dated 15-5-44.

I return herewith the draft Standing Orders proposed for the Kollegal Silk Filatures, Kollegal, with the Standing orders 3 and 4 recast.

2. Copies of the Standing Orders relating to the

8

-8-

Kerala Soap Institute, Calicut, and the Industrial Engineering Workshops, Madras, are enclosed.

for Director of Industries & ~~Commerce~~.

MVS/5-6.

Enclosure.

3. standing orders.

Draft Standing Orders.

Kollegal Silk Filatures, Kollegal.

1. The Manager, Kollegal Silk Filatures is responsible for the control of labour and for the efficient management and working of the filatures.

2. Staff:- The sanction of Government is required for the creation of posts carrying monthly salaries in the regular establishment such as Foremen, Assistants, clerks or menials.

All ~~xxx~~ appointments to the executive and clerical posts in the non-gazetted rank shall be made as laid down in the Government Orders sanctioning the posts.

3. Unskilled Labourers:- The number of unskilled labourers and the amount of daily wages admissible to them will be as follows. To cope with the increased production or on special occasions, unskilled labourers whose services have been found to be satisfactory and who have gained sufficient experience in the work will, at the discretion of the Manager, be classified as skilled labourers:

	Strength.	Minimum wages per day.	Maximum wages per day.
Men	50	0 6 0	0 9 0
Women	25	0 5 0	0 7 0

4. Skilled workers:- The maximum strength of skilled workers that may be employed and the rate of wages payable to them will be as follows:-

	Strength.	Minimum wages per day.	Maximum wages per day.
Reelers	172	0 6 0	0 10 0
Cookers	86	0 5 0	0 7 0
Knotters (Children)	90	0 4 0	0 5 0
Silk cleaners	35	0 5 0	0 7 0
Cocoon sorters	22	0 5 0	0 7 0
Waste cleaners	35	0 5 0	0 7 0
	440		

Note:- The Manager is empowered to employ casual labourers as and when found necessary. Any increase in the sanctioned strength of regular skilled or unskilled labourers should have the approval of the Director of Industries & Commerce.

The Manager is empowered to appoint, suspend, reduce, fine, discharge or dismiss skilled workers and unskilled labourers in the various grades and fix the initial rate of wages with due regard to the nature and responsibility of the work. He is also competent to grant annual increments to them within the maximum rates of wages.

5. Hours of attendance. The hours of work are from 8.30 A.M. to 1 P.M. and from 2 P.M. to 6.30 P.M.

Late attendance: In the mornings tickets of labourers coming late will be collected in the first late box from 8.32 A.M. to 8.40 A.M. and in the second late box from 8.40 A.M. to 8.50 A.M. In the afternoon, the tickets of labourers coming into will be collected in one box only from 2.2 P.M. to 2.10 P.M. No labourer will be allowed to come in after 8.50 A.M. and 2.10 P.M. Arrangements will be made to receive the discs in two or three places if found necessary.

Penalty for late attendance.

Labourers dropping their tickets in the late box in the mornings and afternoons will lose wages proportionate to the actual period of absence.

6. Record of Service. A record of service of the labour employed shall be maintained in C.F.235.

7. Grant of leave with wages:-

(a) After three years satisfactory service, ten days leave including leave taken owing to sudden and unforeseen circumstances will be granted on full pay in any one calender year.

Note:- For the purpose of calculating eligibility for the leave, absence with permission up to six months in any calender year will be counted as service.

(b) Leave will be liable to forfeiture for misconduct, breach of rules and regulations or for negligence or slackness of work and participation in illegal labour strikes.

(c) The grant of leave will be subject to the exigencies of service and cannot be claimed as of right.

8. Grant of wages on holidays.

Workmen, both skilled and unskilled, may be granted wages for five holidays in the year. Three of these holidays will be Pongal, Deepavali and New Years Day and the other two days will be fixed by the Manager after consulting the wishes of the workers. Wages for these five holidays will be paid even when they fall on Sundays.

9. Notice of termination of service:-

If workmen are engaged for a special job, their engagement will cease without notice when the work on which they are employed is finished. In all other cases, if dismissed otherwise than for misconduct after two years' continuous service, they will be given a week's notice. The Manager will have power to dismiss workmen for misconduct without any notice.

The Manager is empowered to employ labourers overtime or on holidays at his discretion and pay overtime wages at the ordinary daily rates. But in employing overtime work, the provisions of section 27 of the Indian Factories Act should not be infringed. The regular establishment excluding menials will not be eligible for overtime fees.

11. Write off of losses due to bad workmanship and their treatment in accounts.

The Manager may recover losses on account of bad workmanship from the person responsible for the loss or mishandling of the article during the course of various operations in the factory.

where is necessary

for writing off losses in respect of pay roll only. The powers of the Director of Industries and Commerce in this respect will be the same as are laid down in para 14 (ii) of the Guardian Orders.

12. Purchase of stores. The purchase of stores should be made with reference to the rules regulating the purchase of stores by Taluk Offices subject to the limit of funds placed at the disposal of the Manager.

For purpose of normal stock requirements, the Manager may purchase up to a limit of Rs.200/-. The sanction of the Director of Industries and Commerce should be obtained for purchases exceeding this limit. The limits refer to the cost of each article or any number of articles of any one kind purchased at one time.

13. Purchase of raw materials (Cocoons). The Manager is empowered to purchase cocoons as and when required at the Government cocoon markets at the controlled prices up to the quantity required for running the filatures and for stock subject to the budget provision.

14. Stock Accounts. (i) Separate stock accounts for inventories should be maintained of -

(a) Raw materials and expendible stores

(b) Office furniture such as chairs, tables, racks, stools, benches, trays etc., and other office stores excluding books, forms and articles of stationery, but including live stock and other stores and movable properties in the custody of each officer such as iron safes, locks, scales, weights, machines, lamps, bicycles, clocks etc.

(ii) A stock account of these stores should be maintained in the form prescribed therefor. All stores should be brought into accounts as soon as they are purchased. The registers should be written up from day to day and duly maintained.

Note:- The issue of stores should be on indents duly passed by an authorised officer.

(iii) The value of stores received in the books shall not be materially in excess of the market value of the stores. Revaluation should be made by the Manager on the first April of every year with reference to the market rates prevailing on that date.

(iv) Stores must not be held in excess of requirements for a reasonable period. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise. The previous sanction of the Director should be obtained to the disposal of stores regarded as surplus.

(v) Stores may become unserviceable in the following ways.

1. By fair wear and tear.
2. By avoidable carelessness or misuse etc.

A loss of the value of the stores due to avoidable premature unserviceability is a loss of the character to be dealt with under Art.294 M.F.C. Vol.I and the procedure prescribed therein should be strictly followed in reporting such losses.

(vi) Losses due to depreciation must be written off and recovered under the relevant account head as they are due to:

1. Normal fluctuations of market prices.
2. Fair wear and tear.
3. Lack of foresight in regulating purchases
4. Neglect after purchase.

(vii) Losses not due to depreciation should be grouped under the following heads.

1. Losses due to fraud or theft.
2. Losses due to neglect
3. Losses due to an act of God.
4. ~~Losses~~ anticipated losses on account of surplusage or obsolete stores or of purchases in excess of requirements.
5. Unavoidable causes such as wastage, shrinkage and spilling etc.

(viii) The sanction of Government should be obtained to the condemnation of articles the purchase of which was sanctioned by Government, while the sanction of the Director of Industries and Commerce should be obtained in the case of all other articles.

(ix) All losses should be classified under the above heads and proposals submitted to the Director of Industries and Commerce for writing off their values, each class of loss being explained in detail even though correction or adjustment of accounts is involved. The Director may sanction losses up to the extent of Rs.500/- at a time. The sanction of Government should be obtained in the cases of losses exceeding Rs.500/-. The Director's powers to write off up to Rs.500/- are subject to the general conditions laid down in Appendix 23 of Madras Financial Code, Vol.II.

(x) A certificate to the following effect should be recorded in sanctioning the write off of losses due to depreciation on account of fair wear and tear.

"Certified that I have satisfied myself that each item written off in these proceedings has become unserviceable in the ordinary course through proper usage or by fair wear and tear".

(xi) Condemnation of stores as unserviceable under (v)(i) and (~~ii~~) should not be recorded together but separately in different orders. Such orders should state how the items are to be disposed of whether if irreparable by sale or by destruction. The sale proceeds of unserviceable stores of capital nature should be credited to the concern to the proper head of accounts.

(xii) Suitable lists of unserviceable materials should be kept from which their disposal can be watched.

15. Traffic transfer stores. The rules regarding the verification of stores laid down in Art.145 and 144 F.R.C. Vol.I should be observed. Stores will be verified annually by the Director of Industries or a Superintendent or any other Gazetted Officer deputed by the Director for the purpose at the time of annual verification. The verifying officer should verify the entries in the stock verification sheets or the entries in the stores ledgers at the time of verification.

16. Office contingencies. The Manager has full powers to incur charges of all ordinary and recognised items of contingencies subject to the observance in regard to certain items, of any special restrictions, rules, limits, scales, etc., prescribed by Government. See Art.9 of F.R.C. Vol.I and appendix 7 of Vol.II.

17. Printing. All standardised forms should be obtained from

the Superintendent, Government Press, on indents through the Director of Industries and Commerce.

The Manager may print at private presses any non-standardized forms, if the Superintendent, Government Press, cannot supply them at the rates quoted by the private presses.

18. The rules in Appendix 9 of the Manual of Financial Code, Vol.II regarding the supply of stationery and printing stores for the Plantation

19. Repairs to buildings. The Director of Industries and Commerce may sanction repairs to buildings subject to the maximum not exceeding one and a half per cent per annum (for ordinary repairs) and half per cent per annum (for special repairs) on the original cost or estimated original cost. An estimate of repairs should be submitted by the Manager to the Director for sanction at the beginning of every year. The Manager may carry out all repairs necessary to machinery subject to the same percentage as for depreciation as fixed in G.O. No.1941, dated 13-1-1924. But any internal repairs involving an expenditure of Rs.100/- and over will require the sanction of the Director of Industries and Commerce.

20. Law suits. If need arises for any ~~law~~ suits, the Manager will obtain the sanction of the Director of Industries and Commerce, for institution of such ~~law~~ suits.

21. Fire protection. The Manager is empowered to renew the policy of insurance of the factory provided no alteration are needed in the terms of such policy. If any terms have to be altered at the time of renewal the approval of the Director of Industries and Commerce should be obtained.

22. Capital expenditure. All capital expenditure requires the sanction of Government.

24. Accounting Records. The records will be maintained in the form prescribed by the Accountant General, Navy.

24. Gratuity. Gratuity on retirement will be allowed to all ratings on the following scale under the following conditions, on the recommendation of the Director of Industries and Commerce.

One month's wages for fifteen years' service.

[illegible] wages for sixteen to twenty years' service.

Three months' wages for twenty one to thirty years' service.

Six months' wages for over thirty years subject to the following:-

(a) Service to be continuous, faithful, and efficient.

(b) Non-participation in labour strikes.

N.B. (i) For purposes of calculating gratuity, one month's wages shall be taken as the average of the last twelve months' wages (ii) The break in service on account of "turn duty" or "part time work" will not count as service qualifying for gratuity. The Manager is however empowered to condone such breaks in deserving cases. ~~If so condoned such breaks will not count as service qualifying for gratuity. The Manager is however empowered to condone such breaks in deserving cases.~~ If so condoned such breaks will not be regarded as rendering the service discontinuous, but will be disregarded in calculating the length of service qualifying for gratuity.

25. Maternity Benefit. The Manager is empowered to pay maternity benefit in such cases as conform to the provisions of the law in the Maternity Benefit Act and the rules under the Act.

VS/4-5.

Dev. Dept 1

pr. issue typed Memo. no. 26616D/44-4.d 24.7.44

Sub: Industries – Sericulture – Kollegal Silk Filatures, Kollegal – Standing orders – Draft – Reports of D.I & C.

Ref from the D.I & C no. 899D/43 d 2.6.44

It has been suggested that provision may be made in the standing orders for the payment of advances to workmen of the Kollegal Silk Filatures, on the same lines as S.O. no. 11 of the Kerala Soap Institute, Calicut. The D.I & C is requested to offer his remarks on the above suggestion

A

To The D.I & C.

17

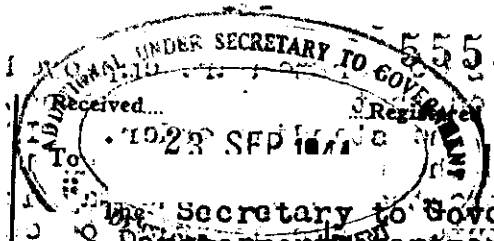
C.F. 32 (a).

55536/D/44

From (Name) A.Khaleeli, Esq., I.C.S., Department

Designation Director of Industries & Commerce, Madras

Station



Enclosures:

No. 899-D/43 dated 21st September 194

Sir,

Sub: Industries - Sericulture - Kollegal Silk Filatures - Standing Orders - Draft ✓ Proposals.

Ref: Government Memorandum No.26616-D/44, Development, dated 24-7-1944.

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Rs15 a book

Provision for payment of advances to workmen of the Kollegal Silk Filatures was not included in the draft standing order as it was felt this would throw considerable work on the staff involving the maintenance of separate accounts for the purpose and watching repayment of the advances from the workers. Compared with the Kerala Soap Institute, the labour strength in the filature is very large and workers have a general tendency to take advances if available. Further a concession given to workers of Kollegal Silk Filatures will have to be extended to Government Silk Filatures

pto.

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where over 2000 workmen are employed. It was in these circumstances that provision was not made for payment of advances in the standing order. If, however, Government desire that the workmen of the Kollegal Silk Filatures should be treated in the same way as those of the Kerala Soap Institute, I see no great objection to the proposal. In that case a new standing order may be introduced on the lines of standing order 11 for the Kerala Soap Institute, the word "Superintendent" therein being substituted by the word "Manager."

'A' on p 15 above

*'A' on p 3 of (E)

for Director of Industries & Commerce.

pr.22-9.

Dev. Dept.

M. issue + docket 69/26/XXX

Sub: Industries – Kollegal Silk Filatures, Kollegal – Standing Orders – Approved.

Ref: From the D. I. & C, no. 899D/43 d 29.4.44

Order no. 4555 (MS) Dev. d. 25-10.44

The draft Standing orders ~~proposed by the D. I. & C~~ submitted by the D. I. & C relating to the Kollegal Silk Filatures, Kollegal are approved as slightly amended ~~and are appended to this order~~.

The Standing Orders as approved are appended to this order.

25.10.44

To ✓ D. I. & C. (with cwl) 25-10-44

" ✓ A. G. through Finance (with cwl)

" Finance Dept. (with cwl)

Copy to S.F. (with cwl)

one spare copy (without cwl) 1.11.44

Appendix – pp 3-7 below

(P T O)

~~Draft Standing Orders.~~

Kollegal Silk Filatures, Kollegal. — Standing Orders.

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1. The Manager, Kollegal Silk Filatures is responsible for the control of labour and for the efficient management and working of the filatures.

2. Staff:-- The sanction of Government is required for the creation of posts carrying monthly salaries in the regular establishment such as Foremen, Assistants, clerks or menials.

All appointments to the executive and clerical posts in the non-gazetted rank shall be made as laid down in the Government Orders sanctioning the posts.

3. Unskilled labourers:-- The number of unskilled labourers and the amount of daily wages admissible to them will be as follows. To cope with the increased production or on special occasions, unskilled labourers whose services have been found to be satisfactory and who have gained sufficient experience in the work will, at the discretion of the Manager, be classified as skilled labourers:

	Strength.	Minimum wages per day.	Maximum wages per day.
Men	50	0--6--0	0--9--0
Women	25	0--5--0	0--7--0

4. Skilled workers:-- The maximum strength of skilled workers that may be employed and the rate of wages payable to them will be as follows:--

	Strength	Minimum wages per day.	Maximum wages per day.
Reelers	172	0--6--0	0--10--0
Cookers	86	0--5--0	0--7--0
Knotters (Children)	90	0--4--0	0--5--0
Silk Cleaners	35	0--5--0	0--7--0
Cocoon sorters	22	0--5--0	0--7--0
Waste cleaners	35	0--5--0	0-7- 0

Note:-- The Manager is empowered to employ casual labourers as and when found necessary. Any increase in the sanctioned strength of regular skilled or unskilled labourers should have the approval of the Director of Industries and Commerce.

The Manager is empowered to appoint, suspend, reduce, fine, discharge or dismiss skilled workers and unskilled labourers in the various grades and fix the initial rate of wages with due regard to the nature and responsibility of the work. He is also competent to grant annual increments to them within the maximum rates of wages.

5. Hours of attendance:-- The hours of work are from 8.30 a.m. to 1.P.M. and from 2 P.M. to 6.30 p.m.

⊗ 8-32 A.M. to 8.40 AM and in the second late box from

Late attendance:-- In the mornings tickets of labourers coming late will be collected in the first late box from 8.40 A.m. to 8.50 A.M. In the afternoon, the tickets of labourers coming into will be collected in one box only from 2.2. p.m. to 2.10 p.m. No labourer will be allowed to come in after 8-50 A.M. and 2-10- P.M. Arrangement will be made to receive the dises in two or three places if found ndcessary.

Penalty for late attendance: Labourers dropping their ticket in the late box in the mornings and afternoons will lose wages proportionate to the actual period of absence.

6. Record of Service. A record of service of the labour empl

shall be maintained in C.F. 235.

7. Grant of leave with wages:-- (a) After three years' satisfactory service, ten days leave including leave taken owing to sudden and unforeseen circumstances will be granted on full pay in any one calender year.

Note:-- For the purpose of calculating eligibility for the leave, absence with permission up to six months in any calender year will be counted as service.

(b) Leave will be liable to forfeiture for misconduct, breach of rules and regulations or for negligence or slackness of work and participation in illegal labour strikes.

(c) The grant of leave will be subject to the exigencies of service and cannot be claimed as of right.

8. Grant of wages on holidays: Workmen, both skilled and unskilled, may be granted wages for five holidays in the year. Three of these holidays will be Pongal, Deepavali and New Years Day and the other two days will be fixed by the Manager after consulting the wishes of the workers. Wages for these five holidays will be paid even when they fall on Sundays.

9. Notice of termination of service:-- If workmen are engaged for a special job, their engagement will cease without notice when the work on which they are employed is finished. In all other cases, if dismissed otherwise than for misconduct after two years' continuous service, they will be given a week's notice. The Manager will have power to dismiss workmen for misconduct without any notice.

10. The Manager is empowered to employ labourers overtime or on holidays at his discretion and pay overtime wages at the ordinary daily rates. But in employing overtime work, the provisions of section 27 of the Indian Factories Act should not be infringed. No member of the establishment who is drawing a monthly salary shall be eligible for overtime fees.

11. Write off of losses due to bad workmanship and their treatment in accounts:-- The Manager may recover losses on account of bad workmanship from the person responsible for the loss or mishandling of the article during the course of various operations in the factory.

Sanction of the Director of Industries and Commerce is necessary for writing off losses in respect of bad workmanship. The powers of the Director of Industries and Commerce in this respect will be the same as those laid down in para 14 (IX) of the Standing Orders.

12. Purchase of stores:-- The purchase of stores should be made with reference to the rules regulating the purchase of stores for Madras Province subject to the limit of funds placed at the disposal of the Manager.

For purposes of normal stock requirements, the Manager may purchase upto a limit of Rs. 200/- The sanction of the Director of Industries & Commerce should be obtained for purchases exceeding this limit. The limits refer to the cost of each article or any number of articles of any one kind purchased at one time.

13. Purchase of raw materials.(Cocoons.) The Manager is empowered to purchase cocoons as and when required at the Government cocoon markets at the controlled prices up to the quantity required for running the filatures and for stock subject to the budget provision.

14. Stock Accounts:- (i) Separate stock accounts or inventories should be maintained of --

(a) Raw materials and expendible stores

(b) Office furniture such as chairs, tables, racks, stools,

D. Live stock and the Stores and movable properties in the

benches, trays etc. and other office stores excluding books, forms and articles of stationery but including custody of each officer such as iron safes, locks, scales, weights, machines, lamps, bicyles, clocks etc.

(ii) A stock account of these stores should be maintained in the forms prescribed therefor. All stores should be brought into accounts as soon as they are purchased. The registers should be written up from day to day andduly maintained.

Note: The issue of stores should be on indents duly passed by an authorised officer.

(iii) The value of stores recorded in the books shall not be materially in excess of the market value of the stores. Revaluation should be made by the Manager on the first April of every year with reference to the market rates prevailing on that date.

(iv) Stores must not be held in excess of requirements for a reasonable period. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise. The previous sanction of the Director should be obtained to the disposal of stores regarded as surplus.

(v) Stores may become unserviceable in the following ways.

1. By fair wear and tear.
2. By avoidable carelessness or misuse etc.

A loss of the value of the stores due to avoidable premature unserviceability is a loss of the character to be dealt with under Art. 294 M.F.C. Vol.I and the procedure prescribed therein should be strictly followed in reporting such losses.

(vi) Losses due to depreciation must be analysed and recorded under the following heads according as they are due to --

1. Normal fluctuations of market prices.
2. Fair wear and tear.
3. Lack of foresight in regulating purchases.
4. Neglect after purchase.

(vii) Losses not due to depreciation should be grouped under the following heads.

1. Losses due to fraud or theft.
2. Losses due to neglect.
3. Losses due to an act of God.
4. ~~Losses~~ Anticipated losses on account of surplusage of obsolete stores or of purchases in excess of requirements.
5. Unavoidable causes such as wastage, shrinkage and spilling etc.

A (viii) The sanction of Govt. should be obtained to the condemnation of articles the purchase of which was sanctioned by Government, while the sanction of the Director of Industries and Commerce should be obtained in the case of all other articles.

(ix) All losses should be classified under the above heads and proposals submitted to the Director of Industries and Commerce for writing off their values, each class of loss being explained in detail even though correction or adjustment of accounts is involved. The Director may sanction losses up to the extent of Rs. 500 at a time. The sanction of Government should be obtained in the cases of losses exceeding Rs. 500- The Director's powers to write off up to Rs. 500/- are subject to the general condition laid down in Appendix 23 of Madras Finance Code, Vol.II.

B C

(x) A certificate to the following effect should be recorded in ~~xx~~ sanctioning the write off of losses due to depreciation on account of fair wear and tear.

"Certified that I have satisfied myself that each item wri off in these proceedings has become unserviceable in the ordi

course through proper usage or by fair wear and tear."

(xi) Condemnation of stores as unserviceable under (v)(1) and (2) should not be recorded together but separately in different orders. Such orders should state how the items are to be disposed of whether if irreparable, by sale or by destruction. The sale proceeds of unserviceable stores of capital nature should be credited to the concern to the proper head of account..

(xii) Suitable lists of unserviceable materials should be kept from which their disposal can be watched.

15. Verification of stores:- The rules regarding the verification of stores laid down in Article 143 and 144 M.F.C. Vol.I should be observed. Stores will be verified annually by the Director of Industries and Commerce or any other Gazetted Officer deputed by the Director for the purpose at the time of annual verification. The verifying officer should verify the entries in the stock verification sheets or the entries in the stores ledgers at the time of verification.

16. Office contingencies. The Manager has full power to incur charges on all ordinary and recognised items of contingencies subject to the observance in regard to certain items, of any special restrictions, rules limits, scales etc. from time to time laid down by Govt. — See Article 93 of M.F.C. Vol I. and Appendix 7 of Vol.II.

17. Printing:-- All standardised forms should be obtained from the Superintendent, Government Press on indents through the D.I.& C.

The Manager may print at private presses any non standardized forms, if the Superintendent, Government Press, cannot supply them at the rates quoted by the private presses.

18. The rules in Appendix 9 of the Madras Financial Code, Vol.II regulate the supply of stationery and printing stores to the Filatures.

Repairs to buildings: The Director of Industries and Commerce may sanction repairs to buildings subject to the maximum not exceeding one and half per cent per annum (for ordinary repairs) and half per cent per annum (for special repairs) on the original cost ~~of~~ estimated original cost. An estimate of repairs should be submitted by the Manager to the Director for sanction at the beginning of every year. The Manager may carry out all repairs necessary to machinery subject to the same percentage as for depreciation as fixed in G.O. No. 1941 dated 13-11-24. But any individual repairs involving an expenditure of Rs. 100 and over will require the sanction of the Director of Industries and Commerce.

20. Law suits: If need arises for any civil suits, the Manager will obtain the sanction of the Director of Industries and Commerce for institution of such suits.

21. Capital expenditure:-- All capital expenditure requires the sanction of Government.

22. ~~The~~ Accounting Procedure:-- The accounts will be maintained in the forms prescribed by the Accountant General, Madras.

23. Gratuity. Gratuity on retirement will be allowed to all labourers on the following scale under the following conditions after the receipt of the sanction of the Director of Industries and Commerce.

One months wages for fiteen years' service.

Two months' wages for sixteen to twenty years' service;

Three months' wages for twenty one to thirty years' service.

Six month's wages for over thirty years subject to the following conditions.

(a) Service to be efficient, faithful, and continuous.

(b) Non-participation in illegal labour strikes.

25

N.B. (i) For purposes of calculating gratuity, one month's wages should be taken as the average of the last twelve months' wages (ii) The brak in service on account of 'turn duty' or 'part time work" will not count as service qualifying for gratuity. The Manager is however empowered to condone such breaks in deserving cases. If so condoned such breaks will not be regarded as rendering the service discontinuous but will be disregarded in calculating the length of service qualifying for gratuity.

24. Maternity Benefit:- The Manager is empowered to pay maternity benefit in such cases as conform to the provisions of law laid down in the Maternity Benefit Act and the rules under the Act.

Industries and Commerce Department.

From
The Director of Industries and Commerce,
Chepauk, Madras.

To
The Secretary to Govt.,
Development Dept. Madras

19186 D/45

Rc. 899-44, dated 23rd March 1945.

Sir,

Sub: Kollegal Silk Filature, Kollegal - Standing Orders

Ref: G.O.No. 4555, Development, dated 28.10.1944.

I request that a copy of G.O.No. 1941, dated 13th January 1924 referred to under standing order No.18 relating to the Kollegal Silk Filature, Kollegal may kindly be furnished.

for Director of Industries and Commerce.

MLM/24.3

Please T.M 4/9/44.

Issued 29/3/44

Ref: Your letter No 899-D/44 d 23.3.44

In view of [illegible] Standing Orders No 318 [illegible]

Ref: Your letter No 899-D/44 d 23.3.44

[illegible] Standing Orders No 18 [illegible]

Ref: Your letter No 899-D/44 d 23.3.44

[illegible] G.O. reported to be Standing Orders No. 18 of [illegible]

M [illegible] of (E) Kollegal Silk Sarees is G.O. No. 1941 Dev

[illegible] (2) is dtd 13.11.24. and not G.O. No 1941 d [illegible]

of X on p 13 of (F) as suggested by you in the draft of the

[illegible] of (F) Submitted with your letter No 899-D/44 d 2[illegible]

Drawings enclosed. An errata is being issued separately. Please

[illegible] whether you do not have a copy of

G.O. No 1941 Dev d 13.11.24. No spare copy

of the G.O. is available.

[illegible]

4-1-3 of (B)

6.4.44

[redacted] circular along with the I.C. of T. Manual 33/24

[redacted] Memo No 19186 E/45-1 d. 29.3.48

Sub: Industries - Kollegal Silk Farms - Standing orders - Extension issued.

Ref: (i) G.O. No. 4555-57 dated 25.10.44

(ii) From the Director No. 899/E/44 d. 23.3.45

In Standing order No. 18 in the appendix to G.O. No. 4555-57 dated 25.10.44, for the expression "G.O. No. 19441 dated 13.1.24" substitute the expression "G.O. No. 1941 Dated 13th January 1924".

c19186D/45 Dev

~~Routine note~~

To Addl. U.S.

Please see letter at p1/c and T.M. at p3/c. It does not appear that the D.D.& C. now want a Cpy of 'G.O. no. 1941(MS) Dev'd 13.1.24' in view of the mem. at p4/c. There is therefore no point in reminding the D.D.& C. for a reply to the T.M. at p3/c. These papers may be lodged & stitched with ~~the Connected~~ G.O. no. 4555 (MS) Dev'd 25.10.44

26/4/45

In view of the errata issued at p above, the D.L.R. does not evidently consider any further action necessary on his letter at p1/c & the T.M. issued to him at p3 above. For orders whether the papers may now be lodged & added to the ~~file~~ Collection of Standing Orders or the Manual of Land Claims

27/4/45

Sub: Industries - Kollegal Silk Weavers Kollegal - Standing orders - Draft - Proposals of D.I.G.

Ref: From the D.I.G. No. 899/743 dt 2.6.44.

Cr. 2616/44 pp 7-14 cf

To Addl. Sub

The Govt. acquired certain immovable and movable properties of the Kollegal Silk Weavers Ltd and they are running a factory for the production of silk required for war purposes. The factory is run by the Govt as a commercial concern as in the case of other commercial concerns such as the Kerala Soap Institute, Calicut, Industrial Engineering Work Shops, Govt oil factory, Calicut etc. under their control. The D.I.G. has now submitted for the approval of the Govt a draft of standing orders for regulating the work of this factory.

pp 7-14 cf

2. The draft orders are drawn on the model of those in force relating to the Kerala Soap Institute, Calicut, with suitable modifications necessitated by the nature of work of the Silk factory.

V vide Cys at (E)

Remarks on the following draft standing orders are called for:

& pp 9-14 cf

Standing orders 3 & 4:

p 9 cf

The strength of the unskilled and skilled labourers have apparently been fixed with reference to the existing staff and the rates of wages for the two kind of labourers given by the prevailing market rates of wages. The rates of wages are lower than those in the Kerala Soap Institute, Calicut.

B & C on p 9 cf

M

As regards 'I' on p 9 cf, it is submitted that in the case of the Kerala Soap Institute, Calicut, any increase in the sanctioned strength of the Skilled labour should have the prior sanction of the Govt. In the case of the silk factory, the average monthly

cf p 9 cf & p 1 (E)

X on p 1 (E)

A

C on p 9 cf.

wages of any class of skilled labour do not exceed Rs 16-4-0. As this maximum is much below the limit fixed in the M. S. C. Vol II, Ann. 7, Sch. 37 of Rs 28/- the previous sanction of the Govt for increasing strength of skilled labour may be dispensed with and the proposal of the D.C be accepted. L

: 6 × 10 as maximum hrs 260 Rs 16-4

M

pt 7, M Sc vol II Sch 37

Z on p 9 cf.

Standing order No 5: Hours of Attendance: A on p 9 cf.

In the case of the Kerala Soap Institute, there is provision for an 'off' on Saturday afternoon for the labourers employed in the Kollegal Silk Factories, it is proposed to have 9 working hours each day in the six weekdays. The proposal is in accordance with the rules regarding working hours for adults, under the Factories Act, in a perennial factory. No objection need be taken to this arrangement in the absence of any demand from the labourers for a half day work on Saturday.

cf M on p 1 (E)

A on p 9 cf

54 hours a week in a perennial factory - Govt has not objected

L

Standing order No 9: Notice of Termination of service: X on p 10 cf.

Please see M on p 10 cf. The addition of the phrase "without notice" for dismissal on account of misconduct seems unobjectionable and only amplifies the scope of the intention underlying the Second and Third sentences of the Standing Order. It may be approved.

not found in this SO for KS 1. - vide B on p 2 (E)

X on p 10 cf.

L

Standing order No 10: Payment of overtime fees: - p 10 cf.

Please compare the last sentences of the proposed S.O and S.O No 9 of the Kerala Soap Institute, Calicut. In the case of the K.S.I. Calicut, no member of the permanent pensionable establishment (including the menials) is eligible for overtime fees. In the proposed S.O for the Silk factory menials are excluded from this provision. Ordinarily no member of an establishment including the menials (peons, watchmen) on monthly salary is eligible for overtime fees. It is for orders whether

p 10 cf. pp 2-3 (E)

'Z' on p 3 (E)

N on p 10 cf.

This general rule will be adopted and the last sentence
deleted as hereunder: ... or ...
... (2) Non-teaching members of the establishment who is
drawing a monthly salary shall be eligible for ... fees".

The Staff in monthly salary in the Kollegal Silk Filature is a temporary one at present.

M on p 13 ref

Standing order No. 20: Law Suits:

Slight verbal alteration in the draft ... for approval ...

Standing order No. 21(a) Fire Insurance:

The question whether the properties of the Kollegal Silk Filatures including its buildings should be insured against fire risks separately under consideration. The properties are at present uninsured. There is thus every reason to include premium in the S.O. We grant the renewals of policies by the Manager, if it is decided to insure the properties. The draft S.O may perhaps be approved with the slight alteration in the first sentence substituting the word 'any' for "the" before the expression "Policy of insurance" for orders.

Vide A on p 13 of

Standing order 24: Gratuity:

The Factory is worked at present by the Govt as a temporary measure mainly as an aid to War effort. It is probable that ... Govt may withdraw and close the Factory unless they continue to work the Factory under their control. On this assumption the S.O regarding payment of gratuity may be allowed for orders.

Silk required for ... purposes ... may be ... and ...

M for orders S.O

The expression "illegal" may perhaps be inserted in sub clause (b) in the draft S.O. to be in line with similar provisions in the Kerala Co-op Societies Act, Calicut.

'Z' on p 4 of

X' on p 2 (E)

Advances to workmen: Please see S.O No 11 of the Kerala Co-op Societies Act, Calicut which vests discretionary powers in the Head of the Societies to grant

A on p 3 (E)

advances to workmen and to recover them. The Dte has not included similar provision in the draft pp 9-14 c/f Standing orders for the Kollegal Silk Filatures. It is submitted that the system of advances by employers will be useful to prevent labourers from resorting to usurious moneylenders and to inculcate a spirit of loyalty to the factory. Such a provision will be of immediate advantage to the labourers than the provision regarding payment of gratuity. For orders thereon the S.O.s may include provision for this subject also.

A
Vide D 24 at p 14 (for consideration of S.L.)

Suggestions have been put up at p 14 D/f. M

No Standing Orders No 26 of Maternity Benefits in the Aska Factory (employing woman labour) also application for the payment of Maternity Benefits are necessary in this case. Vide Bom p 9 c/f

Nominations are called for at the time Standing orders are finalised.

The case may be sent to Finance Dept for remarks.

S. L
20/7/44

NDS 19.7.44.

Joint Addl Secy

With reference to the note at 'A' above, a draft memo with annexes is submitted below for approval. The file may go to Finance after issue of the draft

S. L
21/7/44

22.7.44 NDS 22.7.44

Issued as Memo No 26616 D/44-4 dt 24-7-44 p 15 c/f

Finance (Accts-B)

Memo No. 26616 3/44-5
26.7.44

Please see the draft Standing Orders submitted by the D.I.C. on pp 9-14 c.f. for the Kollegal Silk Filatures and Development notes from page 1 above.

2. Z on p.9 c.f. and portion A of Devt note on pp 1-2 above.

Increase in the strength of skilled labour. While in the case of the Kerala Soap Institute the maximum strength

RECEIVED 27 JUL 1944 FINANCE DEPARTMENT

39890 Accts

of skilled labour is only 20, the Kollegal Silk Filatures have a maximum strength of 440. Occasions for increasing the strength in the latter should be rare. This department may, however, agree with Development that the previous sanction of the Government for increasing the strength of skilled labour may be dispensed with and such sanction may be accorded by the D.I.C. himself as proposed. (Under item 37 of App. 7 M.F.C. Vol. II, Heads of departments have been empowered to employ skilled labour also on wages up to a maximum of Rs 28 per month.

3. Draft Standing Order No. 10.- Payment of overtime fe
The Standing Order with the last sentence as recast by Devt. K on page 3 above in conformity with the general rule may be accepted.

4. Draft Standing Order No. 21-Fire Protection Insurance
This department may agree to the S.O. being deleted as suggested by Development.

5. Draft Standing Order No. 24.- Gratuity.- Please see Development note at M on page above.

The S.O. follows that of the Kerala Soap Institute. Gratuity will not be admissible for less than 15 years service. There seems to be no objection to retain the S.O. regarding gratuity as proposed by Development.

6. Advances to workmen - Portion A of Devt. on pp 3-4 above and the memo on page 15 c.f. No remarks are called for now pending receipt of the D.I.C's remarks.

7. The other draft standing orders follow the standing orders of the Kerala Soap Institute (with suitable variations where necessary). They are also in conformity with the rules and declarations in the Financial Codes. No special remarks are called for.

ADDITIONAL UNDER SECRETARY TO GOVERNMENT
DEVELOPMENT DEPARTMENT

2 AUG 1944

Jnro C.S.R. Pension

41834 D/44

To Addl. 2.S.

Dev. Dept

The reply of the D.I.C. to memo at p. 15 c.f. as noted by the Addl. Dev. Secy. has been awaited till 15.8.44. The draft S.Os have been agreed to by this Dept

except in regard to S.No 24, as indicated at X on p 5 above. For orders thereon the suggestion at X on p 5 above will be apparent. /X

It is for consideration whether Rs may not lie over till the reply to the memorial p 15 ante is received from the D.G.P.&T. so that the S.O. for the Kollegal Silk Looms may be issued all together at the same time. For orders

"X" above. There is a difference between legal and illegal strikes, I think, under the connected labour comes under the Essential Services Ordinance - does it? /B /A

"Y" above. May lie over accordingly

78 W7

To Addl. A.S.

Query at A above

The Essential Services Ordinance applies to all employment under the Crown and since the ~~employees of~~ Kollegal Silk Factories presumably is a Govt concern ~~are employed by the Govt~~, the ordinance applies to ~~them~~ the labourers employed there. Perhaps legal may see for advice as regards B & A above

under rule 3 of ~~order~~ as p 1 of L

(Copy of Essential Services Ordinance)

9/8/44

Legal may kindly advise w.r.t. "2" on P.14 C.F.

(changed from Govt to put it to answer, me)

Legal

108 W7

Dev 4.A. 26616 B/44-6
10.8.44

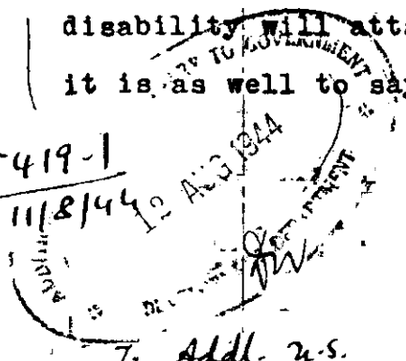
Legal

Every employment under the Crown falls within the scope of the Essential Services Maintenance Ordinance. Employment in the Kollegal Silk Factory is employment under the Crown as the factory is a Government concern. But I do not quite see what this has to do with the question whether the word "illegal" should or should not be inserted before the words "labour strikes" in Standing Order 24 at page 14 c.f. It is for the administrative Department to decide whether the gratuity should be withheld for participation in any kind of strike or only in cases of participation in strikes of a particular character. The expression "illegal strikes" will not convey a clear idea of the nature of the strikes participation in which will disentitle a man to gratuity. If the intention is merely to provide that the

disability will attach only to strikes started without due notice, it is as well to say so.

M

Legal O.O 5419-1
11/8/44



Lee
11/8/44

Dev. Dept

To Addl. S.

(Legal notes on pp 6-7 above)

Standing order no. 24; for item (b) at 'z' on p 14 c/f, the for orders whether the following will be substituted.

"(b) Non participation in labour strikes started without due notice". The expression "illegal strike" is however found to have been used in the Trade Disputes Act.

See 16 of the Act

2. A draft Reply to the D. I. & C. reminding him to expedite his reply re: the memo on p 15 c/f. is submitted below for approval.

15/8/44 15-8-44

Issue reminder.

Perhaps we may merely leave in the word illegal as originally proposed. The word illegal exists in the similar provision in the Kerala Coop Institute S.O.s and the term illegal strike specifically defined in the Trade Disputes Act. For orders.

S (ai) L 16 Aug Expression used

Illegal Strike is a perfectly intelligible term & has been defined in the Trade Disputes Act. It may remain.

S. V. Moorthy

17.8 c/f [From the D. I & C. no. 899 D/43 d 21.9.44]

To Addl. S.

Please see memo on p 15 c/f and the remarks of the D. I & C. at pp 17-18 c/f. For orders whether, in the light of the remarks on p 17 c/f, in spite of the for paying advances to the workers of the K.S.F. A new (E) standing order on the lines of S.O. 11 of K.S.I, will be introduced Government necessary. (The D. I & C is not wholly in favour of the proposal)

25.9.44

27.9.44

For the reasons stated by the D of I & C it would seem better to include no such S.O. on the lines of S.O. 11 of the K.S.I.

6.

ii. If 1 above is approved we may now approve the draft S.O.s for the K.S.F. with such amendments alterations as have been agreed upon in the Notes of the Legal and Fin. Depts. flying P.1 ante

S. 2
4.9.44
4.10.44

A clean copy of the S.O.s as finally approved is put up below for signature

Draftsman put up

20.10.44

Secy
20.10.44

To Addl. S.S.

A clean Copy of the S.O. as finally approved is put up below for signature

Secy
20.10.44
21.10.44

S. 1
W 10/44

Secy at
Secy

To Addl. S.S.

A draft order is submitted below for approval

Secy
25.10.44
25.10.44

S 10/44

[Issued as G.O. No. 4555 (MS) Dtd. 25.10.44] pp 17-25/C

Clerk